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*System Training and Response (STaR) Team – SAIS Information Series*

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## The Basic SAIS Transactions

This document is intended to provide information regarding six transactions that contain the most common data elements submitted to the SAIS Student Detail Database through the use of a student management system (SMS) or SAIS Online. It is not intended to serve as a comprehensive description of SAIS Student Detail transactions. Official documentation for the SAIS Student Detail Data System including code descriptions and transaction details for all SAIS Student Detail data is available at <http://www.ade.az.gov/sais/saisdbdocs.asp>

### Enrollment (Transaction 01)

SAIS requires an enrollment transaction for every student upon enrollment for membership in an Arizona public school for the first time each school year. Enrollment transactions are also required for students at any grade level who are tuitioned-out to private schools and for preschool students with disabilities who participate in Head Start. Beginning in school year 2006-07, enrollment transactions are also required for any preschool student who participates in an Early Childhood Block Grant, State Family Literacy, Title I Even Start or Migrant Education Even Start program. The enrollment transaction is applicable to all students who qualify for school membership, including those who are new to the school and those who are returning to the school from the previous year.

Among other purposes, the enrollment transaction serves to establish a student's first day of membership which is used as part of the formula to determine his/her total number of membership days, a key component in the calculation of state aid for eligible students.

If a record of a school membership is added to SAIS by mistake, a second enrollment transaction, including the appropriate operation code, must be submitted to delete the membership.

#### Important Information about SAIS IDs and Enrollment

In most cases, it is required to submit a student's SAIS ID for successful processing of the enrollment transaction. LEAs should have records including SAIS IDs for returning students and may find SAIS IDs for new students on the withdrawal form from the previous LEA, by using the "SAIS ID Number Search" available on

Common Logon or by contacting the student's previous Arizona public school.

A SAIS ID is not required to process an enrollment if a student has never been enrolled in SAIS. In such situations, an appropriate entry code (E-Code), indicating that the student may be new to SAIS, must be submitted as part of the enrollment transaction. These include E3, E6, E11 and E15. (Please see "Data Transaction Code Value" at <http://www.ade.az.gov/sais/saisdbdocs.asp> for full descriptions of these and all other codes used in SAIS.)

It is important to note that many students whose enrollment activity is appropriately described by use of one of the E-Codes mentioned here will have previously been assigned a SAIS ID. LEA personnel are strongly encouraged to take all appropriate steps to determine if a student has been assigned a SAIS ID, and to identify and use it, if one exists, prior to submitting an enrollment transaction to SAIS.

When an enrollment transaction that includes a SAIS ID is submitted, the system must confirm that the submitted birth date and gender matches data already on SAIS for that SAIS ID. Assuming all required elements are present, transactions that contain matching information are accepted. If submitted birth date and/or gender do not match information on SAIS for that SAIS ID, the transaction will be rejected and SAIS will remain unchanged.

Please see "Essential Information about Obtaining and Using SAIS IDs" available as part of the *SAIS Information Series* at <http://www.ade.az.gov/schoolfinance/star> for additional, important details regarding SAIS IDs.

**Enrollment (continued)**

- ◆ The enrollment transaction may be used to add an enrollment record to the SAIS Student Detail Database or to delete an enrollment record that already exists in SAIS. Changes to a student's enrollment or membership related information are made through other transactions which are not discussed in this document.
- ◆ The enrollment transaction includes the following 40 elements. Some are required, others are not.
  - **Transaction ID** "1" (*Leading zeros are OK*)
  - **Vendor Defined Field** – Anything the SMS developer decides to include up to 50 characters
  - **Operation Code** "A" for Add or "D" for Delete
  - **Entity ID** – School Identifier (*CTDS number*)
  - **School Student ID** – LEA assigned student identifier
  - **SAIS Student ID** – ADE generated student identifier
  - **First Day of Membership**
  - **Track Number** – Corresponds to the LEA Calendar which is set-up and activated on the ADE Common Logon. (*Track must be "0" for Technology Assisted Project Based Instruction (TAPBI) schools*)
  - **Membership Type** {M} Main, {A} Ancillary, {T} TAPBI
  - **Student First Name on Legal Document**
  - **Student Middle Name on Legal Document** (*Not required*)
  - **Student Last Name on Legal Document**
  - **Name Extension on Legal Document** "Jr", "Sr", "III", etc. (*Not required*)
  - **Nickname Student Goes By** (*Not required*)
  - **Last Name Student Goes By**
  - **Gender Code**
  - **Ethnicity Code**
  - **Birth Date**
  - **Country of Birth Code**
  - **State of Birth Code** (*Required if country of birth is US*)
  - **Empty Field** (*Any submitted value will be ignored*)
  - **Normal Graduation Year** – The graduation cohort year which is determined by adding four to the year the student enters 9th grade for the first time. (*Normal graduation year is not submitted for students who have yet to enter the 9th grade.*)
  - **Funded District of Residence** – The CTD number of the school district or charter holder that receives the funding for the membership. Either the six digit CTD number, or the nine digit CTDS number may be submitted. (*If nine digits are submitted, the last three digits must be zeros.*)
  - **Home Language Code**
  - **Responsible Party's First Name on Legal Document**
  - **Responsible Party's Last Name on Legal Document**
  - **Tribal Name** – 20 characters or less (*Only required for students who participate in the Johnson-O'Malley Indian Education Program.*)
  - **Enrollment Activity Code** (E-Code) - Must be an E-Code. (*R-Codes, used for readmission, must be submitted in a different transaction.*)
  - **Student Membership FTE** – The student's full time equivalency. (*i.e., {1.00} for a full time student*)
  - **Empty Field** (*Any submitted value will be ignored.*)
  - **Special Enrollment Code** {1} CEC-A, {2} CEC-B, {3} Open Enrollment. (*Submitting no code is also acceptable and appropriate in many circumstances as special enrollment does not apply to charter school students nor to most other Arizona public school students.*)
  - **Tuition Payer Code** {1} state funds the membership, {2} state does not fund the membership for one of several reasons, {3} foreign exchange student (*state does not fund*)
  - **Empty Field** (*Any submitted value will be ignored.*)
  - **Grade Level Code** {PS}, {KG}, {1}–{12}, {UE} (*UE is only applicable to Kindergarten age students, enrolled in a full day program, who have a Group B SPED disability*)
  - **Concurrent School Entity ID** – The CTDS number for another Arizona public school if the student has a concurrent enrollment. (*Only schools that indicate that the student's membership type is Ancillary are required to submit this element. The CTDS number would be that of the school where the student has a Main Membership Type.*)
  - **Concurrent School Student ID** (*Required only if the Concurrent School Entity ID is submitted.*)
  - **Previous School Entity ID** – CTDS number of the previous Arizona public school attended by the student. (*Required only for students who transfer from other Arizona public schools.*)
  - **Previous School Student ID** (*Required only if Previous School Entity ID is submitted.*)
  - **Previous State Code** (*Required only for students who transfer from a school outside of Arizona, but within the US.*)
  - **Register ID** – 4 digits used to identify a subgroup within a grade level. (*i.e., a specific classroom*)

## Withdrawal (Transaction 03)

The withdrawal transaction is submitted when a student withdraws from school prior to the school's regularly scheduled year-end date. The withdrawal date establishes the student's last day of membership. The withdrawal code (W-Code) establishes the primary reason for the student's withdrawal from school.

Withdrawal activity includes, among other things, dropout, early completion of high school requirements, early graduation, transfer to another school and unexcused absence for ten consecutive days.

The withdrawal transaction may be used to add a withdrawal record to the SAIS Student Detail Database or to delete or change a withdrawal record that already exists in SAIS.

The withdrawal date submitted to SAIS is the last day of attendance for the withdrawing student. Therefore, a student may not have a full day of absence on the withdrawal date submitted to SAIS. *(Some student management systems require the user to enter the first school day of non-attendance; however, the vendor must program the software to submit the last day of attendance to SAIS in order to comply with statute.)*

A student who was enrolled in SAIS as a member of the school by mistake should not be withdrawn using the withdrawal transaction. A withdrawal that occurs on the same day as a student's enrollment constitutes one full day of membership. Instead, an enrollment transaction with an operation code of "D" (delete) must be submitted to completely remove the faulty membership record.

## Secondary Withdrawal Reason Codes

Schools are required by federal legislation to capture and report certain secondary reasons for withdrawal. These reasons include withdrawal because a school has been identified as "in school improvement" or "persistently dangerous," or if the withdrawing student is leaving because he/she is the victim of a violent crime or criminal act, or because he/she is the biological parent of a child. Obviously, secondary withdrawal reasons will not apply to most student withdrawals and are not required in most cases. Please see "Official Notice of Pupil Withdrawal" available at <http://www.ade.az.gov/sais/> for additional details.

## Readmission (Transaction 02)

The readmission transaction is submitted when a student who has been withdrawn from a school reenters the same school during the same school year.

The readmission transaction may be used to add a readmission record to the SAIS Student Detail Database or to delete a readmission record that already exists in SAIS.

The readmission code (R-Code) must correspond to the withdrawal code submitted when the student withdrew. For example – a student withdraws to transfer to another school. A withdrawal transaction is submitted to SAIS with a W1 code. The same student reenters the same school during the same school year. A readmission transaction must be submitted with readmission code R1.

In order for a student's readmission transaction to be processed successfully in SAIS, a withdrawal transaction for the earlier membership period must first be submitted to and successfully processed in SAIS.

## Special Circumstance for a Mid-Year Track Change

New procedures were implemented beginning with the 2004-05 school year to report enrollment and withdrawal activity for any student who transfers from one calendar track to another during the course of a school year. In such cases, students are withdrawn from membership in the track in which they were originally enrolled by use of a withdrawal transaction (03) using a withdrawal code of {WK}. The withdrawal from that track must then be followed by an enrollment in a different track. In this case an enrollment transaction (01) is used. The readmission transaction (02) is not used for this purpose.

When the enrollment transaction is used to enroll a student in a new track, the track number must be different from the track reported in the previous enrollment, the enrollment date must be at least one day after the withdrawal date from the previous track and the enrollment activity code (E-Code) must be {EK}. Also, since this procedure is only used to transfer a student from one track to another during the course of a school year, a withdrawal from a track using a {WK}, must be followed by an enrollment in a different track using {EK}. And though the enrollment date in the new track must be at least one day after the withdrawal from the previous track, SAIS allows a gap to exist between the student's membership in one track and enrollment into another.

Example – Student enrolls with E-Code {E1} in track 1 on 8/10. Student withdraws from track 1 with W-Code {WK} on 9/15. Student enrolls (submit the enrollment transaction) with E-Code {EK} in track 2 on 9/25.

## Year End Status (Transaction 16)

This transaction must be submitted for every student who has membership through the last scheduled day of school. The transaction captures whether each student was promoted, retained, graduated, completed a course of study or is still enrolled.

The information submitted within the year end status transaction, along with other appropriate data elements is used by the Research and Evaluation Unit of the Arizona Department of Education to create the Year End Enrollment Report. Among other things, the information

is used to calculate individual school, school district, county and state student dropout rates.

The year end status transaction may be used to add a year end status record to the SAIS Student Detail Database or to delete or change a year end status record that already exists in SAIS.

The year end status transaction may be submitted before or after the school year end date. Some LEAs may prefer to submit expected values before the end of the school year and then submit changes only if necessary.

No year end status is reported for students who withdrew from the school prior to the last scheduled day of the school year.

### Year end status codes

Year end status codes are summarized below. For complete code descriptions, please see “Data Transaction Code Value” at <http://www.ade.az.gov/sais/saisdbdocs.asp>

*The following codes apply to all grade levels except 12:*

- {P} Promoted
- {R} Retained

*The following codes apply only to students in grades 11 and 12:*

- {G} Graduated at year end – Student was issued a high school diploma
- {C} Completed course of study at year end – Completed course requirements or Individualized Education Program (IEP), but did not meet AIMS requirements. Completers have concluded their high school education and are not expected to re-enroll.
- {A} Attended – Concluded high school education and not expected to re-enroll. Neither met course of study requirements nor IEP and did not receive a passing score on AIMS. Also used for 12th grade foreign exchange students and those students who turned 22 years of age.

*The following codes apply only to students in grade 12:*

- {SA} Still Enrolled (AIMS) – Student fulfilled course of study requirements or IEP but did not receive a passing score on AIMS and is still enrolled (expected to continue).
- {SC} Still Enrolled (Course of Study Requirements) Student did not meet course of study requirements or IEP but did receive a passing score on AIMS and is still enrolled (expected to continue).
- {SE} Still Enrolled (Met No Requirements) – Student did not meet course of study requirements or IEP and did not receive a passing score on AIMS and is still enrolled (expected to continue).

## Summer Withdrawal (Transaction 18)

The summer withdrawal transaction is submitted under certain circumstances when a student fails to enroll as expected for the current school year.

If a student was enrolled on the last day of the previous school year and was retained in the same grade level or promoted to another grade level that exists within the school, and does not return for the current school year, a summer withdrawal transaction, including the appropriate summer withdrawal code (S-Code), must be submitted to SAIS.

In districts/charters where students are promoted from one school to another (i.e. eighth grade at a middle school to 9th grade in a high school) the school that expects the student to enroll (high school) reports the summer withdrawal if applicable.

The summer withdrawal transaction may be used to add a summer withdrawal record to the SAIS Student Detail Database or to delete or change a summer withdrawal record that already exists in SAIS.

### Notes on reporting summer withdrawals

- A student may have a summer withdrawal code or an enrollment code, but not both. If a summer withdrawal code has been submitted for a student and then the student enrolls in the school during the current school year, the summer withdrawal code must be deleted. This procedure applies without regard to the student’s enrollment date.

Example – a student does not enroll at the start of the current school year as is expected by virtue of his/her year end status code from the previous year. A summer withdrawal code is submitted to and processed successfully in SAIS. Then, the student enrolls in the school at a later date. Once enrolled, the summer withdrawal no longer applies and must be deleted, even if it is known that the student attended other schools earlier in the current year.

- The date submitted for a summer withdrawal must be after the last day of school for the previous year, but before the first day of school of the current year. The reporting school should submit the actual date of the summer withdrawal if it is known, but SAIS will accept any date between the last day of the previous school year and the first day of the current school year.
- The grade level reported for a summer withdrawal is the intended grade for the new (current) school year.
- Secondary Withdrawal Reason Codes, described on page 3 of this document, may also apply to students who withdraw during the summer and should be submitted as part of the summer withdrawal transaction, when applicable.



## Submitting Absence vs. Attendance

There are two distinctly different transactions that are used to report whether or not students are attending school. SAIS requires certain transactions under certain circumstances, but allows an option for grades 9-12.

### Absence (Transaction 04)

Absences must be reported for students in KG – 8th grade (except TAPBI students), including ungraded elementary (*UE – applicable only to full-time Kindergarten students with Group B disabilities*), and may be submitted for students in grades 9-12.

The absence transaction may be used to add an absence record to the SAIS Student Detail Database or to delete or change an absence record that already exists in SAIS.

One absence record is required for each full or partial day of absence.

SAIS requires the date of the absence, the amount of the absence (1.00, 0.75, 0.50, 0.25) and the reason for the absence (excused or unexcused). ADE includes illness and vacation as reasons for excused absences. Both must be verified by a responsible adult through contact with the school. Schools may also excuse student absences for religious purposes if the governing board of the district/charter has adopted appropriate policies.

A student may not have a full day of absence on the date of withdrawal.

Total reported absence for a student must not exceed the student's FTE on a particular day. This might come about for example if records in SAIS show excused and unexcused absences on the same day totaling more than the student's FTE.

### Attendance (Transaction 17)

Attendance must be reported for preschool students with disabilities, for homebound students and for TAPBI students regardless of their grade level. Attendance may be reported for non-TAPBI high school students. The transaction is used to report the number of minutes a student attends, by day or by week.

The attendance transaction is required for preschool students with disabilities and for homebound students because statute defines full time equivalency for such students only by the number of minutes of instruction required per week. Such students do not necessarily need to attend school or receive instruction at home for a specified number of days each week.

The attendance transaction is optional for students in grades 9-12, though it may be advantageous to submit attendance under some circumstances.

When a school is submitting attendance transactions, non-TAPBI high school students that receive 1200 or more minutes of instruction during any given week are seen by ADE as having no absences for that week, regardless of how many days the student was actually on campus.

When a school submits absences, an absence must be reported for a student when he/she is not present for any full or partial day that the school is in operation, regardless of how many total minutes of instruction he/she received over the course of the entire week.

The attendance transaction may be used to add an attendance record to the SAIS Student Detail Database or to delete or change an attendance record that already exists in SAIS.

An attendance transaction may be submitted in increments to cover 1-5 school days, (*7 day periods are allowed for TAPBI schools*) but may not cross one week's boundaries. Weeks are defined in SAIS as beginning on Sunday and ending on Saturday.

See "TAPBI Requirements" at <http://www.ade.az.gov/sais/saisdbdocs.asp> for specific information for reporting attendance for TAPBI students.

### Notes on reporting attendance

- An attendance reporting period must end on the 40th, 100th and last day of instruction. If reporting minutes by week, some provision must be made to end a reporting period mid-week if the 40th, 100th, or last day of instruction falls mid-week so minutes can be allocated to the appropriate period.
- If both attendance and absences are reported for high school students, attendance will be the basis for ADE's calculation of Average Daily Attendance and absences will be recorded only for statistical purposes. This may be desirable for schools that wish to track the actual full or partial days a student was absent and the reason for the absence through reports available from SAIS.
- For all situations in which attendance is a valid method of submitting school participation, if attendance transactions are ever submitted for a particular membership, attendance transactions must be submitted for the entire length of that membership period, or SAIS will calculate attendance to be zero minutes for all unreported days. Also, attendance must be submitted for the entire duration of a student's need for homebound instruction and the entire period of membership during which a preschool student has a disability.

Please see **Inside SAIS**, Volume 1, Issue 2, at <http://www.ade.az.gov/sais> for additional information on how SAIS calculates attendance.